



Broadstairs & St Peter's Town Council

7 July 2023

To: Cllrs: J Bright, K Bright, R Farooki, M Garner, J Hobson, C Kemp, C Leys, E Orhan, S Roberts

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 11 September 2023 at 7pm in the Council Chamber at Pierremont Hall.**

A handwritten signature in black ink that reads 'Kirsty Holroyd'.

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
To approve the minutes of the meeting held on 10 July 2023. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. GRANTS**
 - i) To receive a summary of grant funding over the last 10 years as requested at the last meeting. **Attach 2**
 - ii) To discuss whether a sponsorship programme is more appropriate for some applicants and whether the current scheme needs updating.
 - ii) To receive the standard timetable for applications and discuss the application procedure for 2024 funding. **Attach 3**
- 6. BUDGET 2024-25**
To consider how best to draft the budget for the next civic year
- 7. VAT**
To receive an update **ENC 1**
- 8. DATE OF THE NEXT MEETING - Monday 9 October 2023 at 7pm in the Council Chamber, Pierremont Hall**



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 10 July 2023 at 7pm in The Council Chamber, Pierremont Hall

Present: M Garner (Chairman), J Hobson, C Kemp, C Leys & S Roberts

Town Clerk: Kirsty Holroyd

101. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs J Bright, K Bright, E Orhan & R Farooki were received and accepted.

Cllr Pressland had given notice of his intention to withdraw from this committee with immediate effect.

102. DECLARATIONS OF INTEREST

None received

103. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 12 June 2023. It was noted that Cllr Hobson had left the meeting after minute 96.

RESOLVED: that with this amendment the minutes be approved as a true record of the meeting and signed by the chairman.

104. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

105. GRANTS

i) Members received and considered a late application form the Tennis Club

RESOLVED: That a grant of £2000 be awarded to the Tennis Club.

ii) Members received the timetable for awarding grants last year and reviewed the application procedure for 2024-25.

RESOLVED:

i) That the Town Clerk provide a summary of what each group has previously received in grant aid and bring to the next meeting.

ii) That there is no need for applications to be assessed by Leisure and Tourism and F&GP now that L&T is a committee.

iii) That a full review into grants and sponsorship will take place at the next meeting.

106. BUDGETS AND ACCOUNTS

i) Members received and discussed a summary of the Council's income and expenditure for Qu1 2023-24

RESOLVED: Members agreed to note.

- ii) Members received a report on the Council's PWLB repayments
RESOLVED: Members agreed to note
- iii) Members received a report on income forecast as requested at the last meeting
RESOLVED: Members agreed to note
- iv) Members received the Transparency Report for Qu1 2023-24
RESOLVED: Members agreed to note

107. PREFERRED CONTRACTOR POLICY

i) Members received a draft policy designed to maximise efficiencies within the Town Council. Members discussed how someone accepted on to the list could then be removed if their work proved to be unsatisfactory. The Clerk explained all the proposed preferred contractors had already produced work of a high standard for the Council. Their PLI, RAMS and any other safety documentation was kept on file. However the list would regularly be reviewed and anyone falling short of expected standards would be recommended for removal.

RESOLVED: Members agreed to note.

ii) Members considered adopting the policy and making the necessary amendments to the financial regulations.

RESOLVED: To recommend to Council that the policy and the list be adopted.

108. INTERNAL AUDITOR'S REPORT

Members received the report and considered accepting and implementing the two suggestions made.

RECOMMENDATION:

i) That the Council open a deposit account with Unity Trust in order to benefit from a higher interest rate. Deposit amount to be agreed by Council.

ii) That all councillors be asked to informally monitor the Council's website, test link and check content.

109. RISK MANAGEMENT

Members received and discussed the updated document.

RECOMMENDATION:

i) That the document be approved by Council.

ii) That Cllr Leys be appointed council auditor to periodically check regular payments.

110. DATE OF NEXT MEETING: Monday 11 September 2023 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.39 pm

Signed _____

Date _____

GRANT APPLICATION SUMMARY 2023 - 2024											
Organisation	Grant awarded 2014-15	Grant awarded 2015-16	Grant awarded 2016-17	Grant awarded 2017 - 18	Grant awarded 2018 - 19	Grant awarded 2019 - 20	Grant awarded 2020-21	Grant awarded 2021-22	Grant awarded 2022-23	Grant awarded 2023-24	
Bowls Club	950	950	950	950	950	950	600	950	7000	6000	
Bradstowe School					2000						
Cricket club	650				1395					500	
Food Festival - October	1500	7500	5000	5000	3500	3500	3500	5000	5000	4000	
Food Festival - Spring	1000		2000		1500		2000	2000	2000	2000	
Broadstairs Literature Festival					1500	1500	1500				
Broadstairs Society	250	250	250	300	150	300	300	400	400	500	
Broadstairs Summer Firework	3750	7500	7500	7500	7500	7500	7500	7500	8500	8500	
Chamber of Commerce		2000	2000	1500	1500	1000	1000	1500	1500		
Dickens Festival		4000	3000	4500	0	3000	3000	3000	3000	3500	
Folk Week		20000	10000	12000	12000	10000	8000	5000	7000	7500	
GAP	1500						2000			2000	
Heritage Foundation							2000	1334			
Hi Kent						1000					
Horticultural Society	200	200		270	350	350	350				
KAB Reflections	200										
North Kent Model Railway	350										
POW! Thanet								-	1200	0	
Sarah Thorne	2000	2000	2500	3000	3000	3000	3000	3000	3000	3000	
St Peter's Community Halls					2000						
St Peter's Memorial Hall			1000	1500	2000	2000	2000	2000	2000	3000	
St Peter's Old Boys	1000	1000	1000	1000	1000	1000	1000	1000			
St Peter's Village Tour	250	300	300								
Sea Scouts								7600		2900	
Thanet South Girl Guiding	300										
Thanet wanderers										500	
Thanet Disabled Riding Centre	1500	2000	1500		1750						
Twinning Association	300	1800	300	300	300	300	300		250		
Victorians	1000										
Wantsum Women										500	
Water Gala	4000	7000	7000	7000	5000	8000	7500	5000	8000	3000	

✪ Broadstairs & St. Peter's Town Council Grants

The contribution made by the numerous organisations to the well-being of the local community in Broadstairs & St. Peter's is highly valued. In support of such voluntary efforts the Town Council allocates an annual budget to award grants to voluntary and community groups within the parished area, subject to available resources. The purpose of such grants is to support voluntary and community initiatives that benefit the residents of Broadstairs & St. Peter's.

The Town Council receives many applications that meet all of the grant criteria: it regrets that it cannot award grants to all of the very good events and organisations that it would wish to fund.

Grant funding from public funds is discretionary. No organisation or event is entitled to receive funds and applications which do not meet the grant criteria will not be funded.

View the [**Grant Criteria**](#) - (adopted by Council on 25th September 2017).

Grants Awarded in Civic Year 2021/2022: [**Grants Awarded by Council 2021/22**](#)

Grants Awarded in Civic Year 2022/2023: [**Grants Awarded by Council 2022/23**](#)

Application Forms:

Funding For Groups , Organisations And Events :
[**Grant Application Groups and Organisations 2022.**](#)

Grant Monitoring Form

Please complete the grant monitoring form once you have spent your grant and return to the Town Clerk's Office, Pierremont Hall, Broadstairs, CT10 1JX, alternatively complete the online monitoring form.

Grant Monitoring Form - PDF

Grant Monitoring Form - Word

Link to online Grant Monitoring Form: COMING SOON!

Application Process: Organisation Grant and Event Sponsorship Funding

To avoid disappointment, please make sure that you are eligible to apply before filling in the form.

Read the grant criteria and follow the instructions on the grant application form.

Download and print the form, then email the completed form and the documents required to: bsptc@broadstairs.gov.uk

If you require advice on which form to complete please contact the finance@broadstairs.gov.uk , or telephone **01843 868718**

The grant-making timetable for events and activities in the civic year 2022-2023 is set out below.

Midday on Friday 4th November 2022: the deadline for all applications. Late applications will NOT be considered unless there are exceptional reasons: see the grant criteria

Evening meeting on Monday 28th November 2022: The Leisure and Tourism Sub-Committee considers event and organisation grant applications in detail, and makes in-principle decisions

Monday 31st January 2023: The Finance and General Purposes Committee makes the final decisions on the award of event and organisation grants

April 2023: Distribution of grant cheques and bacs payments to successful applicants

Community Gardening Project Grants

Local Groups, organisations, schools, care homes and nurseries can apply for small grants to undertake gardening projects within the CT10 postcode area. The maximum that can be applied for is £300.

GRANTS ARE NOW OPEN

Return Form By 29th MAY 2023

Grant Form

For more information please contact admin@broadstairs.gov.uk